



# FREEPORT AREA SCHOOL DISTRICT

Administration Office  
Post Office Box C  
Freeport, Pennsylvania 16229  
Phone: (724) 295-5141  
Fax: (724) 295-3001

Ian Magness  
*Superintendent*

Larry P. Robb  
*Program Director*

Ryan M. Manzer  
*Business Manager*

Dear Parents and Guardians,

Freeport Area School District is proud to be able to serve your students a healthy breakfast and lunch throughout the school year. We'd like to take this opportunity to review our online payment system, our free and reduced lunch website and our meal charge and account policy with you, the parent or guardian.

### SchoolCafé

Once again, the district will be utilizing a point of sale system for our cafeteria with an integrated online application called SchoolCafé which can be accessed at [www.schoolcafe.com](http://www.schoolcafe.com) or by downloading the SchoolCafé app to your mobile device. SchoolCafé allows you to view account balances, purchases, make credit card payments (fee applies), set up automatic payments and receive low balance alerts. For further instruction, please visit the district website.

### Free and Reduced Meals

Apply online today at [www.paschoolmeals.com](http://www.paschoolmeals.com) or [www.schoolcafe.com](http://www.schoolcafe.com) or using SchoolCafé mobile app. While online applications are preferred, paper applications and instructions are available upon request.

### School Meal Charges and Accounts

To ensure the effective operation of the district's food service program, the district establishes the following guidelines for payment of student school meals:

1. The district shall assign individual accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. The district shall notify students and/or parents/guardians when the student's account reaches a low balance.
3. The district shall notify students and/or parents/guardians when the student's account reaches a negative balance. The notice shall include a description of the consequences for failure to make payment.
4. The district shall provide students and/or parents/guardians with information on payment options and free and reduced-price meals and/or free milk.
5. The district may permit students to charge a meal, impose a limit on charged meals, and/or offer a reimbursable or alternate meal when the student forgets or loses his/her money or when his/her account has insufficient funds. Appropriate modifications to an alternate meal shall be made when required by the student's documented special dietary needs.

Please note that FASD ensures that every student is able to eat a full nutritional meal regardless of their account balance and will not engage in "lunch shaming" as defined in various news articles and recent legislation. It is the obligation of the parent or guardian to ensure each student account is properly funded throughout the year.

If you have any questions, please feel free to contact me or our Food Service Director, Cassandra Mielke with any questions (724) 295-5143 ext. 1252.

Sincerely,

Ryan Manzer

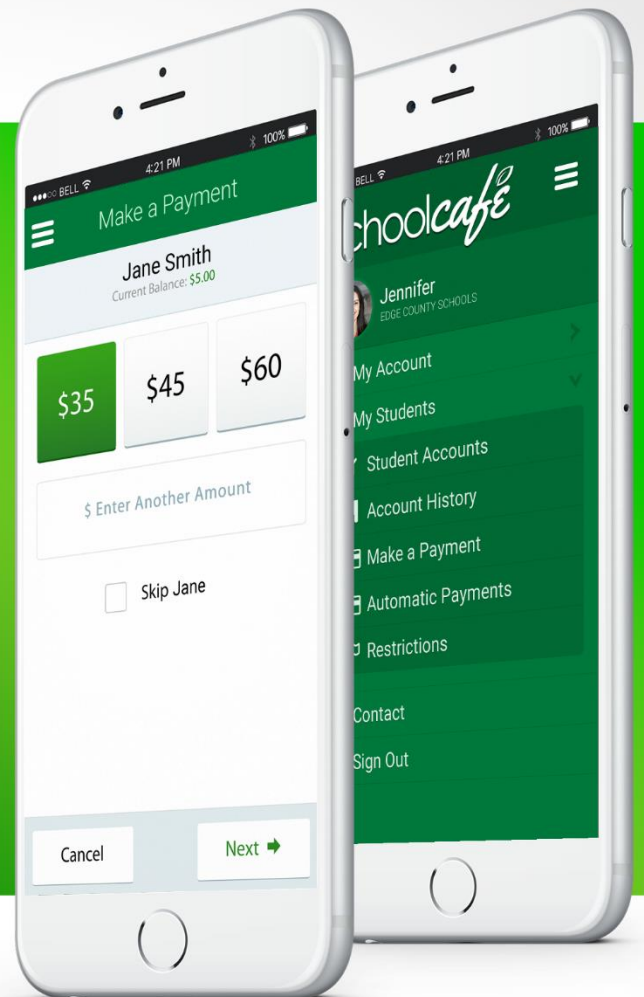
#### Privacy Act Statement: This explains how we will use the information you give us.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

#### Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.

- View your child's cafeteria account balance
- Make payments to your child's cafeteria account
- Review daily spending and purchases
- Low balance reminders



Freeport Area School District is proud to offer SchoolCafé, a safe and secure way for parents to make online payments to their children's cafeteria accounts.





# FREEPORT AREA SCHOOL DISTRICT

Administration Office  
Post Office Box C  
Freeport, Pennsylvania 16229  
(724) 295-5141  
[www.freeport.k12.pa.us](http://www.freeport.k12.pa.us)

## FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE MEALS

Ian M. Magness  
*Superintendent*  
Larry P. Robb  
*Program Director*  
Ryan M. Manzer  
*Business Manager*

Apply online at <https://www.paschoolmeals.com>  
Or [www.schoolcafe.com](http://www.schoolcafe.com)  
or using the **SchoolCafe Mobile App**

Dear Parent/Guardian:

Children need healthy meals to learn. Freeport Area School District offers healthy meals every school day. Breakfast costs **\$1.25**; lunch costs **\$2.75** for secondary (High School and Middle School) and **\$2.65** for elementary level. Your child(ren) may qualify for free meals or for reduced-price meals. Reduced price is **\$0.30** for breakfast and **\$0.40** for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

**STOP** If you have received a **Notice of Direct Certification** for free meals, **do not** complete the application. But **do** let the school know if any children in your household are not listed on the **Notice of Direct Certification** letter you received.

### 1. Who can get free or reduced price meals?

- All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP) (formerly the Food Stamp Program) or Temporary Assistance for Needy Families (TANF) (cash assistance) are eligible for free meals.
- Foster children under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on the following chart.

Income Eligibility Reduced-Price Guidelines—July 1, 2017–June 30, 2018					
Family Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	22,311	1,860	930	859	430
2	30,044	2,504	1,252	1,156	578
3	37,777	3,149	1,575	1,453	727
4	45,510	3,793	1,897	1,751	876
5	53,243	4,437	2,219	2,048	1,024
6	60,976	5,082	2,541	2,346	1,173
7	68,709	5,726	2,863	2,643	1,322
8	76,442	6,371	3,186	2,941	1,471
<b>For each additional family member add:</b>					
	7,733	645	323	298	149

2. **How do I know if my child(ren) qualify as homeless, migrant, or runaway?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call or e-mail Richard Burns at 724-353-9577 x4597 or at [burns@freeport.k12.pa.us](mailto:burns@freeport.k12.pa.us).
3. **Do I need to fill out an application for each child?** No. Use one Household Application for Free and Reduced Price Meals for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information.

4. **Should I fill out an application if I received a letter this school year saying my children are already approved for free meals?** No, but please read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Cindy Gourley at 724-295-5141 x1220 or [gourley@freeport.k12.pa.us](mailto:gourley@freeport.k12.pa.us) immediately.
5. **Can I apply online?** Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit <https://www.paschoolmeals.com>, [www.schoolcafe.com](http://www.schoolcafe.com) or use the schoolcafe mobile app to begin or to learn more about the online application process. Contact Cindy Gourley at 724-295-5141 x1220 or [gourley@freeport.k12.pa.us](mailto:gourley@freeport.k12.pa.us) if you have any questions about the online application.
6. **My child's application was approved last year. Do I need to fill out a new application?** Yes. Your child's application is only good for last school year and for the first 30 operating days of this school year, through October 5, 2017. You must complete a new application unless the school told you that your child is eligible for free or reduced price meals for the new school year. If you do not complete a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. **I get Women, Infants, and Children (WIC). Can my children get free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. Please complete an application.
8. **Will the information I give be checked?** Yes. We may also ask you to send written proof of the household income you report.
9. **If I do not qualify now, may I apply later?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced price meals if the household income drops below the income limit.
10. **What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing to: Ian Magness, Superintendent 724-295-5141, PO Box C, Freeport, PA 16229.
11. **May I apply if someone in my household is not a U.S. citizen?** Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
12. **What if my income is not always the same?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. **What if some household members have no income to report?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. **We are in the military. Do we report our income differently?** Your basic pay, cash bonuses, allowances for off-base housing, food, and clothing, must be reported as income. Exclude combat pay, Family Subsistence Supplemental Allowance, and privatized housing allowances.
15. **My family needs more help. Are there other programs we might apply for?** To find out how to apply for SNAP or other assistance benefits, contact your local county assistance office or call the Department of Human Services at **1-800-692-7462**.

If you have other questions or need help, call Cindy Gourley at 724-295-5141 x1220.

Sincerely,



**Ryan Manzer**  
Business Manager

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.